

Weekly Report for Week Ending 2 November 1959
from
FORMS MANAGEMENT BRANCH

1. Contributionsa. Tangible

- (1) Completed 32 actions requiring the printing of 412,033 copies of forms.
- (2) Six new and four revised forms were approved.

2. Assignmentsa. Active

- (1) Forms Analysis Projects:

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Total</u>
50X1	<div style="border: 1px solid black; width: 100px; height: 60px;"></div>	0	2	2
		1	1	2
		4	0	4
		6	4	10
	Totals	11	7	18

- (2) Teletype Dissemination Information Reports and Systems.
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50X1

- (3) Revision of Dispatch Forms
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50X1

- (4) Improved Management of Stocked Forms
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50X1

- (5) Uniform Information Report
-

50X1

- (6) Revision of Courier Receipt and Log Record
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50X1

- (7) Expediting Printing of Information Reports

- (8) Improvement of Quality of Information Reports Production
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50X1

Discussed offset masters and their related problems with representatives of ONI. They were interested in our work on masters and our plans for training sessions on their use.

- (9) Revision of Security Officer Check List--Security Check Sheet Holder
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- (10) "Forms Management Orientation Seminar"
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50X1

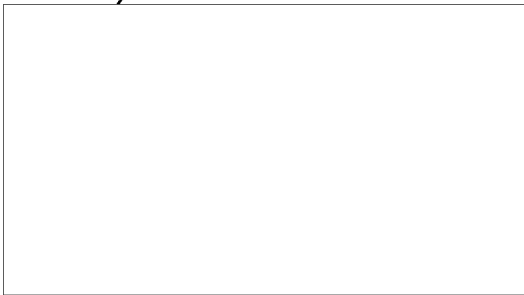
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4 November -

Records Center
excused this
week because

of Conference at STAT



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(11) Revision of Form 30, "Request for Approval of Form" 50X1

(12) Pseudo-Crypto Request Form 50X1

(13) Joint CS-JCS War Plan Form 50X1

(14) "TS Signature Record and Cover Sheet," Form 26 50X1

(15) Report Forms for Soviet Russia Division-DD/P 50X1

Four new forms have been prepared and are held awaiting discussions with parties concerned.

(16) Report Forms - Office of the Comptroller 50X1

Two report forms have been revised and are now being coordinated with interested offices.

(17) Computer System Forms for RCA-501 50X1

Assisted by the ADP (Automatic Data Processing) Advisory Group in developing forms and forms systems for their end product from the high speed printer.

(18) Survey of all forms under the old numbering system 50X1

Survey sheets have been sent out to all of the offices of primary interest. Thirty forms remain to be removed from this system.

3. News

(1) A total of \$685. has been received in pledges for the United Givers Fund. This amount is 8% above our quota.

(2) Final returns have not been received for the Public Service Aid Society Campaign.

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(4) Two members of the Branch attended the Cornerstone ^{laying} Ceremonies of our New Building.

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